

## Blackboard Assignment Tool

The assignment tool allows you to create and manage assignments in one location. You can create an assignment and students can then submit assignment files electronically to Blackboard. You can access and return individual feedback in the grade center. This keeps all assignments and grades in one location, allowing both faculty and students one place where they can locate all assignments.

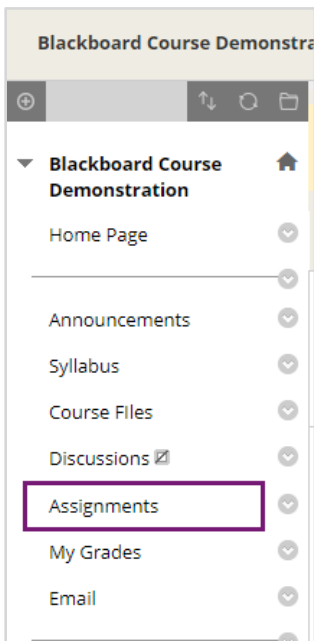
The assignment tool is excellent for many types of assignments from weekly homeworks to short essays to memos and even research papers. The assignment tool can be used to submit many file types such as Word, PDF, Excel, PowerPoint, image files and even small data files.

### Creating an Assignment

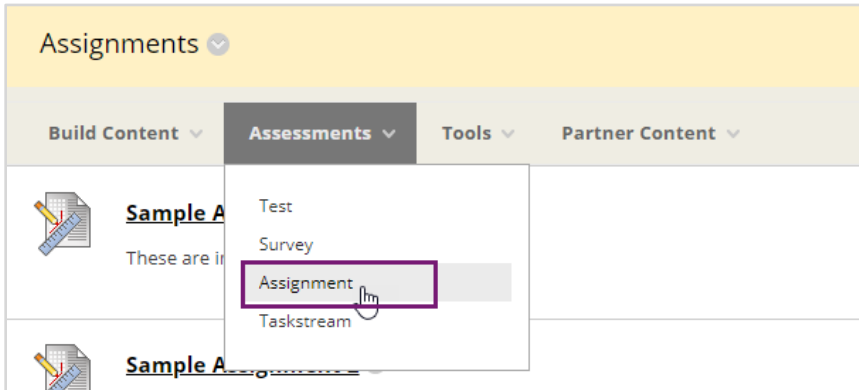
1. Access your Blackboard Course
2. Make sure **Edit Mode** (upper right corner) has been turned On



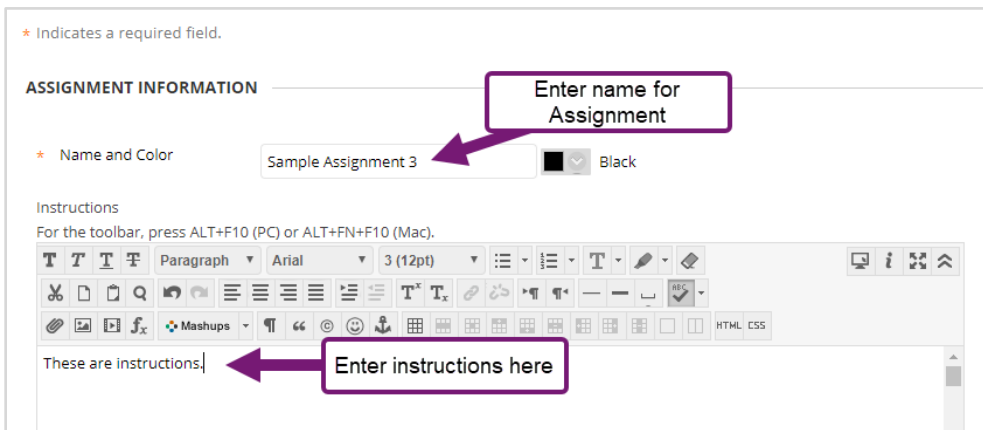
3. In the left menu, navigate to **Assignments**



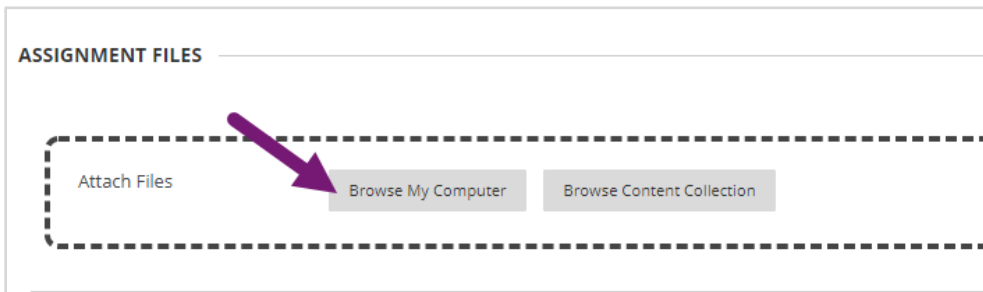
4. Hover over **Assessments** to show the dropdown menu and select **Assignment**
5. The create assignment page will open



6. Enter a name for your Assignment
7. Use the Text Editor to include instructions for the Assignment\*



8. Select **Browse My Computer** in the Assignment Files area to attach documents such as Word documents, PDF documents and Excel documents
  - a. Locate and select your file(s)



9. Enter a **Due Date**. (Optional)

**DUE DATES**

*Submissions are accepted after this date, but are marked **Late**.*

Due Date

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

10. Enter Points Possible (**Required**)

**GRADING**

**Enter Points Possible**

\* Points Possible

Associated Rubrics

11. Select **Submission Details** to expand the options

- a. You can adjust the **Number of Attempts** (default is single attempt)
- b. Activate the **Plagiarism Tool** by adding a checkmark next to Check submissions using SafeAssign (Learn more at [Blackboard: Use SafeAssignment in Assignments](#))
  - i. Also add a checkmark beside **Allow students to view SafeAssign originality reports for their attempts**.

**Submission Details**

*If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.*

Assignment Type  
 Individual Submission  
 Group Submission  
 Portfolio Submission  
Selecting this option will require students to submit an assignment

Number of Attempts  
Single Attempt



Plagiarism Tools  
 Check submissions for plagiarism using SafeAssign  
Although SafeAssign officially supports only English, clients are welcome to use SafeAssign with languages other than English. SafeAssign has no technical limitations that preclude using it with other languages. See Blackboard Help for more information. If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports will be hidden from Instructors until Anonymous Grading is disabled. However, Students may still be able to see SafeAssign Originality Reports depending on the state of the "Allow students to view SafeAssign originality report for their attempts" setting.  
 Allow students to view SafeAssign originality report for their attempts  
 Exclude submissions from the Institutional and Global References Databases



12. **Make the Assignment Available** is checked by default
- a. You can limit the availability of the assignment by entering dates and times.

**AVAILABILITY**

Make the Assignment Available

Limit Availability

Display After      
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until      
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

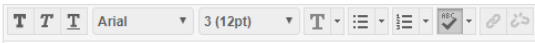

13. Select **Submit** to create the Assignment.

*Click **Submit** to finish. Click **Cancel** to quit without saving changes.*

14. When an assignment is created, a column in the Grade Center is automatically added to record assignment grades.

*\*Note: If your Blackboard text editor is displaying one line of editing options, select the double down arrow to the right of the text editor to expand all the text editor options.*

Instructions

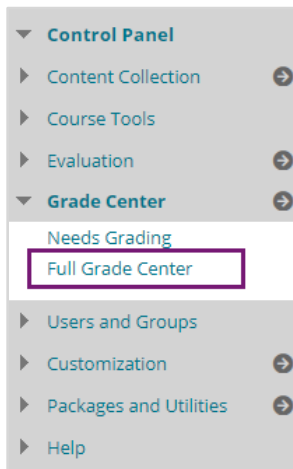
 

These are instructions.

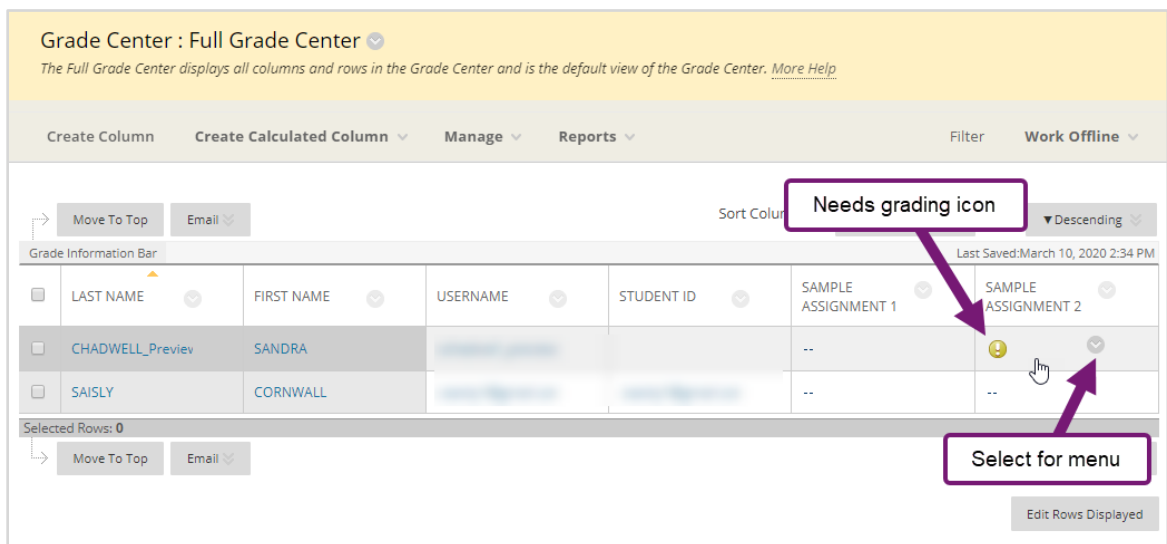
## Retrieving and Grading an Assignment

When students submit assignments, they are stored in the Grade Center where they can be viewed, downloaded, and graded individually.

1. In the Control Panel Select **Grade Center** to expand the menu
2. Select **Full Grade Center**

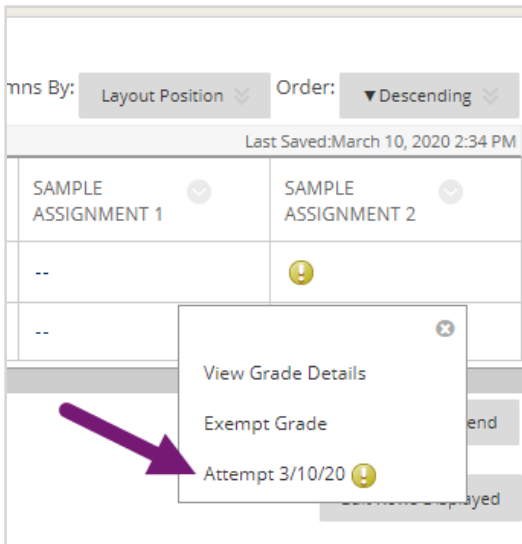


3. Submitted assignments that **need grading** appear with a yellow exclamation point in the cell.
4. Hover over the cell with the assignment to be graded and select the down arrow to view the menu options.

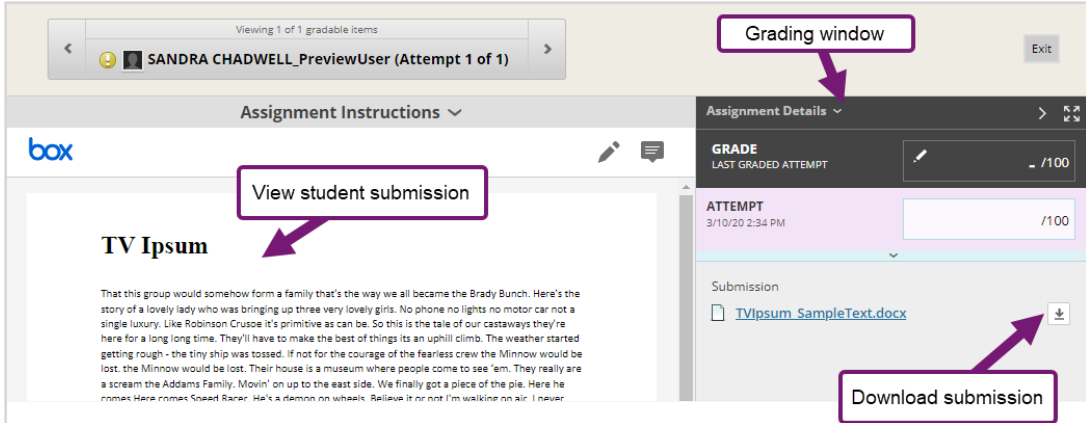


The screenshot shows the 'Full Grade Center' interface. At the top, it says 'Grade Center : Full Grade Center' and provides a brief description. Below this are navigation options like 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. A table displays student data with columns for 'LAST NAME', 'FIRST NAME', 'USERNAME', 'STUDENT ID', 'SAMPLE ASSIGNMENT 1', and 'SAMPLE ASSIGNMENT 2'. The row for 'CHADWELL\_Preview' shows a yellow exclamation point icon in the 'SAMPLE ASSIGNMENT 2' cell, which is labeled 'Needs grading icon'. A purple arrow points to this icon. Another purple arrow points to a dropdown arrow in the same cell, labeled 'Select for menu'. The interface also includes a 'Grade Information Bar' and 'Selected Rows: 0'.

5. Select **Attempt (date)** to open the submission

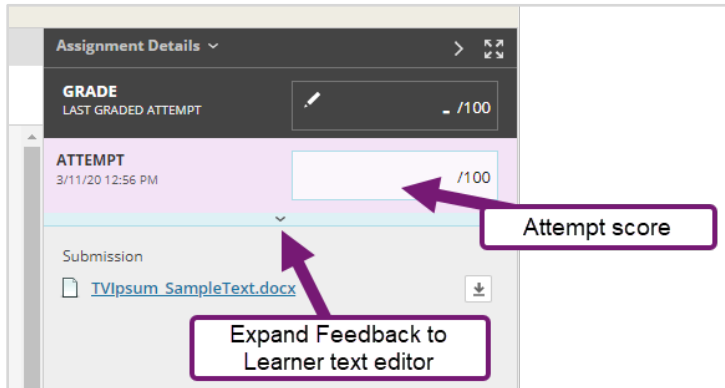


6. The submitted assignment displays in the center and the grading details appears in the right column.
7. Most faculty find it easiest to download the document and grade offline. You can do this in the right grading column by selecting the **down arrow** beside the submitted file.

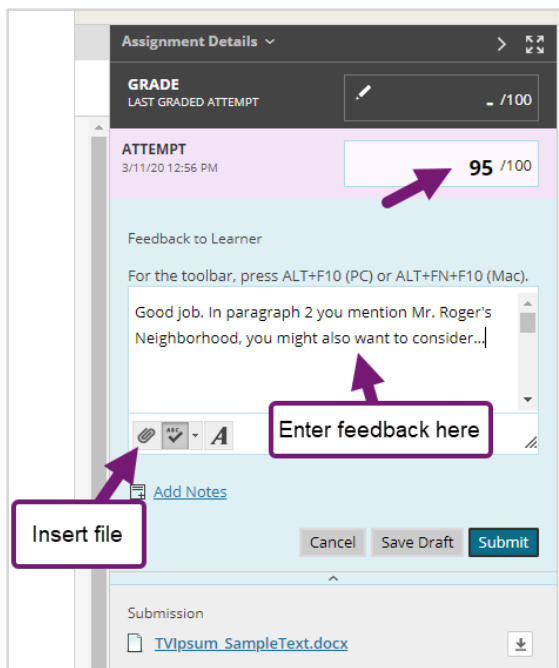


*Note: You can stop here and use email to return your feedback and grade to your students. We highly recommend using the grading features in the Grade Center to collect all your student feedback and grades on submitted assignments.*

8. Once you have graded the assignment access the **Feedback to Learner** text editor by clicking into the **Attempt** score area or selecting the small down arrow below **Attempt**.



- a. Enter the grade in the **Attempt** area
- b. Enter feedback into the **Text Editor**
- c. Select the **Paperclip** to insert the graded document



9. Select Submit to enter the grade.

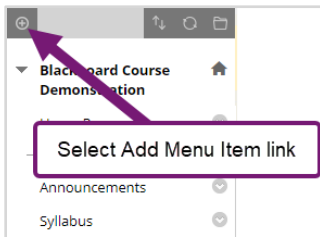
*Note: Rather than download each file you can use the inline grading tool to provide feedback, but please note that any comments added to the document will not be included in any downloads.*

## Students Viewing Grades in Blackboard

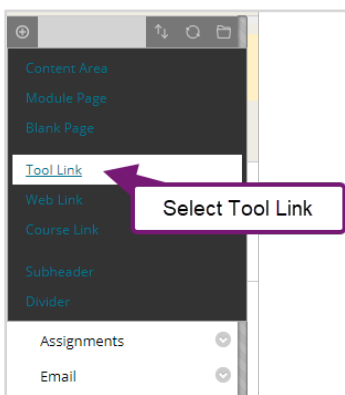
We provide these instructions so that you know how students access their grades. You will not be able to see students' grades using this tool.

For students to see their grades from with your course, you may have to add a My Grades link in the course menu.

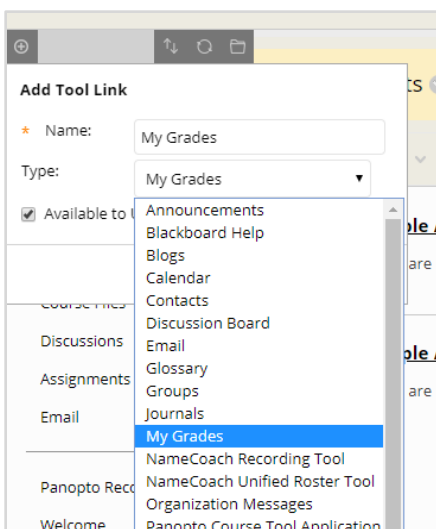
1. Access your Blackboard Course
2. Select the **Add Menu Item** icon above the course menu



3. Select **Tool Link**

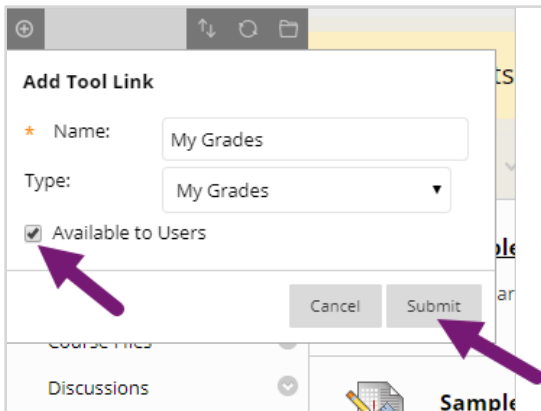


4. Type "My Grades" as the **Name**
5. Select **My Grades** as the **Type** from the Type dropdown menu

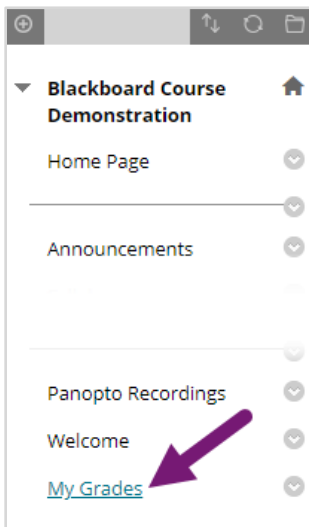




6. Add Checkmark beside **Available to Users**



7. Click **Submit**



1. Students will now be able to select the **My Grades** link in left menu
  - a. Select Assignment Name to view submission and feedback.
  - b. Select **Feedback Icon** to view written feedback only.

